



**ARKANSAS PROPERTY TAX
EQUALIZATION AND APPEAL SYSTEM
2001
A SYNOPSIS**

Compiled for Equalization Board Members

by the

**ASSESSMENT COORDINATION DEPARTMENT
STATE OF ARKANSAS**

TABLE OF CONTENTS

Constitution	1
Amendment 59	2
Amendment 79	6
I. Calculating Property Taxes	9
II. Responsibilities of The:	
A. Individual Owner of Real and Personal Property	10
B. County Assessor	10
C. Tax Division of the Public Service Commission	10
D. Assessment Coordination Department	11
E. County Equalization Board	11
F. County Clerk	12
G. County Collector	12
H. County Treasurer	12
I. Circuit Clerk	12
I. County Judge	12
III. Property Tax Time Line	13
Ad Valorem Tax Calendar	19
IV. County Assessment Budgeting & Operations	20
V. Equalization & the Due Process Procedure	21
VI. Primary Assessment and Equalization Codes	
26- 3-201. Property subject to taxes generally	23
26- 3-203. Mobile homes and manufactured homes	23
26-23-201. Title	23
26-23-202. Purpose	23
26-23-203. Notice procedures	24
26-23-204. Tax bill information	25
26-24-101. Divisions created	25
26-26-301. Duties of officers	26
26-26-302. Assessment records to be kept current	26
26-26-303. Percentage of value to be used in appraisal	27
26-26-304. Ratio of assessed value to market value -- Effect on state aid or turnback funds	27
26-26-306. Countywide reappraisal of property.	27
26-26-307. Completion of reappraisal - Suspension of penalties.	27
26-26-308. Rules and regulations	28
26-26-401. Applicability	28
26-26-402. Procedure for adjustment of taxes after reassessment of property	29

26-26-403.	Certification of assessed value data	32
26-26-404.	Computation and certification form	34
26-26-405.	Personal property interim millage adjustment	37
26-26-406.	Tax adjustment procedure	38
26-26-407.	Valuation of different types of property.....	40
26-26-408.	Implementation of millage rollback in fringe school districts.....	41
26-26-409.	Rules and regulations	42
26-26-503.	Appointment and training of personnel.....	42
26-26-601.	Filing of petition	42
26-26-1107.	Change in or damage to property	43
26-26-1901.	Definitions	43
26-26-1902.	Reappraisal	43
26-26-1903.	Criteria for reappraisal.....	43
26-26-1904.	Objectives	43
26-26-1905.	Rules relating to reappraisal	44
26-26-1906.	Computer assisted mass appraisal systems.....	45
26-26-1907.	Arkansas Real Property Reappraisal Fund	46
26-26-1908.	Applicability of relation to ad valorem tax	46
26-26-1909.	Relation to previous requirements	46
26-26-1910.	Scope	46
26-26-1911.	Department authority.....	46
26-27-301.	Creation	47
26-27-302.	Qualifications	47
26-27-303.	Composition	47
26-27-304.	Selection of members	47
26-27-305.	Terms of office -- Vacancies	47
26-27-306.	Oath of members	48
26-27-307.	Secretary of board	48
26-27-308.	Compensation	48
26-27-309.	Annual meeting	49
26-27-310.	Working groups.....	49
26-27-311.	Special sessions generally	50
26-27-312.	Special session for purpose of planning work	50
26-27-313.	Attendance by assessor.....	51
26-27-314.	Authority to classify and zone property	51
26-27-315.	Equalization of assessments.....	51
26-27-316.	Rights of examination.....	51
26-27-317.	Applications for adjustment.....	52
26-27-318.	Appeals to courts	52
26-27-319.	Resolution of valuation adopted.....	53
26-27-320.	Assessed values entered on record.....	54
26-27-321.	Abstract of tax books to be filed	54
26-28-108.	Delivery of tax books to collector	54
26-35-501.	Time to pay -- Installments.....	54
26-39-201.	Time for payment	55
14-14-1301.	County, quorum court district, and township officers.....	55

Addendum 1 - Assessment Coordination Department Operations

Addendum 2 - Selected Acts of the 2001 Meeting of the General Assembly

Act 505

Act 590

Act 1058

Act 1131

Act 1544

Act 1567

Act 1598

CONSTITUTION

Arkansas' constitution has several provisions concerning property tax. It creates the office of county assessor. It establishes what properties are taxable and what are not. It limits tax rates that cities, counties, and libraries may levy. It sets a minimum rate that school districts must levy. It establishes property tax funded pensions for fire and police. And, it prohibits the state from levying a property tax.

Constitutional Amendments 59 and 79 are reproduced following. Each is intended to limit growth in property taxes - Amendment 59 by limiting growth in revenues that cities, counties and schools receive, and Amendment 79 by limiting tax and assessment increases that individual property owners may receive. Amendment 79 further provides that homeowners will receive up to a \$300 tax credit for their principal places of residence and that homeowners who are 65 years of age or older or who are disabled will not see an increase in the assessment of their principal places of residence unless they make substantial improvements.

Amendment 59 is found in Article 16, §§5, 6, 14, 15 & 16. Amendment 79 follows these.

Article 16, §5. Property taxed according to value - Procedures for valuation - Tax exemptions.

(a) All real and tangible personal property subject to taxation shall be taxed according to its value, that value to be ascertained in such manner as the General Assembly shall direct, making the same equal and uniform throughout the State. No one species of property for which a tax may be collected shall be taxed higher than another species of property of equal value, except as provided and authorized in Section 15 of this Article, and except as authorized in Section 14 of this Article. The General Assembly, upon the approval thereof by a vote of not less than three-fourths (3/4ths) of the members elected to each house, may establish the methods and procedures for valuation of property for taxation purposes, but may not alter the method of valuation set forth in Section 15 of this Article.

(b) The following property shall be exempt from taxation: public property used exclusively for public purposes; churches used as such; cemeteries used exclusively as such; school buildings and apparatus; libraries and grounds used exclusively for school purposes; and buildings and grounds and materials used exclusively for public charity.

Nothing in this Section shall affect or repeal the provision of Amendment 57 to the Constitution of the State of Arkansas pertaining to intangible personal property.

Article 16, §6. Other tax exemptions forbidden.

All laws exempting property from taxation other than as provided in this Constitution shall be void.

Article 16, §14. Procedure for adjustment of taxes after reappraisal or reassessment of property.

(a) Whenever a countywide reappraisal or reassessment of property subject to ad valorem taxes made in accordance with procedures established by the General Assembly shall result in an increase in the aggregate value of taxable real and personal property in any taxing unit in this State of ten percent (10%) or more over the previous year the rate of city or town, county, school district, and community college district taxes levied against the taxable real and personal property of each such taxing unit shall, upon completion of such reappraisal or reassessment, be adjusted or rolled back, by the governing body of the taxing unit, for the year for which levied as provided below. The General Assembly shall, by law, establish the procedures to be followed by a county in making a countywide reappraisal or reassessment of property which will, upon completion, authorize the adjustment or rollback of property tax rates or millage, as authorized herein above. The adjustment or rollback of tax rates or millage for the "base year" as hereinafter defined shall be designed to assure

that each taxing unit will receive an amount of tax revenue from each tax source no greater than ten percent (10%) above the revenues received during the previous year from each such tax source, adjusted for any lawful tax or millage rate increase or reduction imposed in the manner provided by law for the year for which the tax adjustment or rollback is to be made, and after making the following additional adjustments:

(i) By excluding from such calculation the assessed value of, and taxes derived from, tangible personal property assessed in the taxing unit, and all real and tangible personal property of public utilities and regulated carriers assessed in the taxing unit, and

(ii) By computing the adjusted or rollback millage rates on the basis of the reassessed taxable real property for the base year that will produce an amount of revenue no greater than ten percent (10%) above the revenues produced from the assessed value of real property in the taxing unit (after making the aforementioned adjustments for personal properties and properties of public utilities and regulated carriers noted above) from millage rates in effect in the taxing unit during the base year in which the millage adjustment or rollback is to be calculated. Provided, further, that in calculating the amount of adjusted or rollback millage necessary to produce tax revenues no greater than ten percent (10%) above the revenues received during the previous year, the governing body shall separate from the assessed value of taxable real property of the taxing unit, newly discovered real property and new construction and improvements to real property after making the adjustments for personal property or property of public utilities and regulated carriers noted above, and shall compute the millage necessary to produce an amount of revenues equal to, but no greater than the base year revenues of the taxing unit from each millage source. Such taxing unit may elect either to obtain an increase in revenues equal to the amount of revenues that the computed or adjusted rollback millage will produce from newly-discovered real property and new construction and improvements to real property, or if the same be less than ten percent (10%), the governing body of the taxing unit may re-compute the millage rate to be charged to produce an amount no greater than ten percent (10%) above the revenues collected for taxable real property during the base year.

Provided, however, that the amount of revenues to be derived from taxable personal property assessed in the taxing unit for the base year, other than personal property taxes to be paid by public utilities and regulated carriers in the manner provided herein above, shall be computed at the millage necessary to produce the same dollar amount of revenues derived during the current year in which the base year adjustment or rollback of millage is computed, and the millage necessary to produce the amount of revenues received from personal property taxes received by the taxing unit, for the base year shall be reduced annually as the assessed value of taxable personal property increases until the amount of revenues from personal property taxes, computed on the basis of the current year millage rates will produce an amount of revenues from taxable personal property equal to or greater than received during the base year and thereafter the millage rates for computing personal property taxes shall be the millage rates levied for the current year.

Provided, however, that the taxes to be paid by public utilities and regulated carriers in the respective taxing units of the several counties of this State during the first five (5) calendar years in which taxes are levied on the taxable real and personal property as reassessed and equalized in each of the respective counties as a part of a statewide reappraisal program, shall be the greater of the following:

(1) The amount of taxes on property owned by such public utilities or regulated carriers in or assigned to such taxing unit, less adjustments for properties disposed of or reductions in the assessed valuation of such properties in the base year as defined below, or

(2) The amount of taxes due on the assessed valuation of taxable real and tangible personal property belonging to the public utilities or regulated carriers located in or assigned to the taxing unit in each county at millage rates levied for the current year.

As used herein, the term "base year" shall mean the year in which a county completes reassessment and equalization of taxable real and personal property as a part of a statewide reappraisal program, and extends the adjusted or rolled back millage rates for the first time, as provided in subsection (a) of this Section, for the respective taxing units in such county for collection in the following year.

(i) In the event the amount of taxes paid the taxing unit in a county in the base year, as defined herein, is greater than the taxes due to be paid to such taxing unit for the current year of any year of the second (2nd) period of five (5) years after the base year, the difference between the base year taxes and the current year taxes for any year of such five (5) year period shall be adjusted as follows:

Current year of second period of (5) years	Taxes shall be current year taxes to which shall be added the following percentage of the difference between the current year taxes and the base year taxes (if greater than current year taxes)
1st year	80% of difference
2nd year	60% of difference
3rd year	40% of difference
4th year	20% of difference
5th year and thereafter	Current years taxes only.

(ii) If the current year taxes of a public utility or regulated carrier equal or exceed the base years taxes due a taxing unit during any year of the first ten (10) years after the base year, the amount of taxes to be paid to such taxing unit shall thereafter be the current years taxes and the adjustment authorized herein shall no longer apply in computing taxes to be paid to such taxing unit.

Provided, that in the event the aforementioned requirement for payment of taxes by public utilities and regulated carriers, or any class of utilities or carriers for the ten (10) year period noted above, shall be held by court decision to be contrary to the constitution or statutes of this State or of the Federal Government, the General Assembly may provide for other utilities or classes of carriers to receive the same treatment provided or required under the court order, if deemed necessary to promote equity between similar utilities or classes of carriers.

(b) The General Assembly shall, by law, provide for procedures to be followed with respect to adjusting ad valorem taxes or millage pledged for bonded indebtedness purposes, to assure that the adjusted or rolled back rate of tax or millage levied for bonded indebtedness purposes will, at all times, provide a level of income sufficient to meet the current requirements of all principal, interest, paying agent fees, reserves, and other requirements of the bond indenture.

Article 16, §15. Assessment of residential property and agricultural, pasture, timber, residential and commercial land.

(a) Residential property used solely as the principal place of residence of the owner thereof shall be assessed in accordance with its value as a residence, so long as said property is used as the principal place of residence of the owner thereof, and shall not be assessed in accordance with some other method of valuation until said property ceases to be used for such residential purpose.

(b) Agricultural land, pasture land, timber land, residential and commercial land, excluding structures thereon, used primarily as such, shall be valued for taxation purposes under the provisions of Section 5 of this Article, upon the basis of its agricultural, pasture, timber, residential or commercial productivity or use, and when so valued such land shall be assessed at the same percentum of value and taxed at the same rate as other property subject to ad valorem taxes.

(c) The General Assembly shall enact laws providing for the administration and enforcement of this Section and for the imposition of penalties for violations of this Section, or statutes enacted pursuant thereto.

Article 16, §16. Providing for exemption of value of residence of person 65 or over.

The General Assembly upon approval thereof by a vote of not less than three-fourths (3/4ths) of the members elected to each house, may provide that the valuation of real property actually occupied by its owner as a residence who is sixty-five (65) years of age, or older, may be exempt in such amount as may be determined by law, but no greater than the first Twenty Thousand Dollars (\$20,000) in value thereof, as a homestead from ad valorem property taxes.

AMENDMENT 79

TO PROVIDE PROPERTY TAX RELIEF; TO LIMIT THE INCREASE IN THE ASSESSED VALUE OF A TAXPAYER'S REAL PROPERTY FOR PROPERTY TAX PURPOSES AS A RESULT OF A COUNTY-WIDE REAPPRAISAL; TO PROVIDE A STATE CREDIT OF AT LEAST THREE HUNDRED DOLLARS (\$300) AGAINST AD VALOREM PROPERTY TAX ON A HOMESTEAD; CONCERNING ADJUSTMENT OF PROPERTY TAXES

SECTION 1. (a) After each county-wide reappraisal, as defined by law, and the resulting assessed value of property for ad valorem tax purposes and after each Tax Division appraisal and the resulting assessed value of utility and carrier real property for ad valorem tax purposes, the county assessor, or other official or officials designated by law, shall compare the assessed value of each parcel of real property reappraised or reassessed to the prior year's assessed value. If the assessed value of the parcel increased, then the assessed value of the parcel shall be adjusted pursuant to this section.

(b)(1) If the parcel is not a taxpayer's homestead used as the taxpayer's principal place of residence, then for the first assessment following reappraisal, any increase in the assessed value of the parcel shall be limited to not more than ten percent (10%) of the assessed value of the parcel for the previous year. In each year thereafter the assessed value shall increase by an additional ten percent (10%) of the assessed value of the parcel for the year prior to the first assessment that resulted from reappraisal but shall not exceed the assessed value determined by the reappraisal prior to adjustment under this subsection. For utility and carrier real property, any annual increase in the assessed value of the parcel shall be limited to not more than ten percent (10%) of the assessed value for the previous year.

(2) This subsection (b) does not apply to newly discovered real property, new construction, or to substantial improvements to real property.

(c)(1) Except as provided in subsection (d), if the parcel is a taxpayer's homestead used as the taxpayer's principal place of residence then for the first assessment following reappraisal, any increase in the assessed value of the parcel shall be limited to not more than five percent (5%) of the assessed value of the parcel for the previous year. In each year thereafter the assessed value shall increase by an additional five percent (5%) of the assessed value of the parcel for the year prior to the first assessment that resulted from reappraisal but shall not exceed the assessed value determined by the reappraisal prior to adjustment under this subsection.

(2) This subsection (c) does not apply to newly discovered real property, new construction, or to substantial improvements to real property.

(d)(1)(A) A homestead used as the taxpayer's principal place of residence purchased or constructed on or after January 1, 2001 by a disabled person or by a person sixty-five (65) years of age or older shall be assessed thereafter based on the lower of the assessed value as of the date of purchase or construction or a later assessed value.

(B) When a person becomes disabled or reaches sixty-five(65) years of age on or after January 1, 2001, that person's homestead used as the taxpayer's principal place of residence shall thereafter be assessed based on the lower of the assessed value on the person's sixty-fifth birthday, on the date the person becomes disabled or a later assessed value.

(C) If a person is disabled or is at least sixty-five (65) years of age and owns a homestead used as the taxpayer's principal place of residence on January 1, 2001, the homestead shall be assessed based on the lower of the assessed value on January 1, 2001 or a later assessed value.

(2) Residing in a nursing home shall not disqualify a person from the benefits of this subsection (d).

(3) In instances of joint ownership, if one of the owners qualifies under this subsection (d), all owners shall receive the benefits of this amendment.

(4) This subsection (d) does not apply to substantial improvements to real property.

(5) For real property that is subject to Section 2 of this Amendment, in lieu of January 1, 2001, the applicable date for this subsection

(d) shall be January 1 of the year following the completion of the adjustments to assessed value required by Section 2.

SECTION 2. (a)(1) Section 1 of this Amendment shall not be applicable to a county in which there has been no county-wide reappraisal, as defined by law, and resulting assessed value of property between January 1, 1986 and December 31, 2000. Real property in such a county shall be adjusted according to the provisions of this section.

(2) Upon the completion of the adjustments to assessed value required by this section each taxpayer of that county shall be entitled to apply the provision of Section 1 of this Amendment to the real property owned by them.

(b) The county assessor, or other official or officials designated by law, shall compare the assessed value of each parcel of real property to the prior year's assessed value. If assessed value of the parcel increased, then the assessed value of the parcel for the first assessment resulting from reappraisal shall be adjusted by adding one-third (1/3) of the increase to the assessed value of the parcel for the previous year. An additional one-third (1/3) of the increase shall be added in each of the next two (2) years. This adjustment procedure shall not apply to public utility and carrier property. Public utility and carrier property shall be adjusted pursuant to Section 1.

(c) No adjustment shall be made for newly discovered real property, new construction, or to substantial improvements to real property.

SECTION 3. The General Assembly shall provide by law for an annual state credit against ad valorem property tax on a homestead in an amount of not less than three hundred dollars (\$300). The credit shall not exceed the amount of ad valorem property taxes owed. The credit shall apply beginning for taxes due in calendar year 2001. This section shall be applied in a manner that would not impair a bond holder's interest in ad valorem debt service revenues.

SECTION 4. (a) The General Assembly shall, by law, provide for procedures to be followed with respect to adjusting ad valorem taxes or millage pledged for bonded indebtedness purposes, to assure that the tax or millage levied for bonded indebtedness purposes will, at all times, provide a level of income sufficient to meet the current requirements of all principal, interest, paying agent fees, reserves, and other requirements of the bond indenture.

(b) The millage rate levied against taxable personal property and utility and regulated carrier property in each taxing unit in the state shall be equal to the millage rate levied against real property in each taxing unit in the state. Personal property millage rates currently not equal to real estate millage rates shall be reduced to the level of the real estate millage rate; except to the extent necessary to provide a level of income sufficient to meet the current requirements of all principal, interest, paying agent fees, reserves, and other requirements of the bond indenture.

(c) The provisions of this section shall not affect or repeal the required uniform rate of ad valorem property tax set forth in Amendment 74.

(d) The General Assembly may, by law, prescribe the method and means for reassessing real property and establish the frequency of reassessment. However, reassessment shall occur at least once every five (5) years.

(e) Rollback adjustments under Article 16, Section 14 shall be determined after the adjustments are made to assessed value under this Amendment.

SECTION 5. This amendment shall be effective on January 1, 2001.

I. CALCULATING PROPERTY TAXES

Property taxes are based upon the value of property and the rate of taxation levied where the property is located. A property's value is determined by the local market place and estimated by the assessor's office or by a contractor employed by the assessor's office. Tax rates, referred to as the millage rates, with three exceptions, are established by a vote of the people. The exceptions, which must be approved by a majority of the members of the governing bodies, are the county general fund rate, the county road tax rate, and the city general fund rate.

There are a myriad of millage rates that can be levied in Arkansas. Including those mentioned above, millage rates are levied for school district maintenance and operations, school district construction, community colleges, city and county libraries, police and fire pension funds, and county hospitals.

The formula for calculating the amount of property taxes due is the assessed value of the property multiplied by the total millage rate levied in the property's location. The assessed value of a property is determined by dividing its market value (use value for agricultural, pasture and timber lands) by 5. One mill is 1/10th of a penny. All properties pay school taxes, which at a minimum must be 25 mills. Most will pay county general and road taxes, and if in a city a city general tax. Sample calculation where a property's value is \$100,000; its school district millage rate is 30 (.030), its county road rate is 3 (.003), its county general is 5 (.005), and city general is 5 (.005).

Market Value	\$100,000/5 =
Assessed Value	20,000
Total Millage Rate	<u>X .043</u>
Property Tax Due	\$ 860

All property in Arkansas is assessed at the same level (20%), so the above example would work for commercial as well as individual personal property and commercial as well as residential property. Owner occupied residential property used as a principal place of residence receives a \$300 tax credit, so if the above was someone's principal place of residence, the total tax bill would be \$560.

II. RESPONSIBILITIES

A. **Responsibilities Of The Individual Owner Of Real And Personal Property**

Between the first Monday in January and the 31st day of May of each year, the individual taxpayer has the legal responsibility of reporting to the assessor all personal property in his possession as of January 1 or acquired between January 1 and May 31. A ten percent (10%) late assessment penalty will be charged on personal property assessed after May 31 if it was acquired before that date, (unless it was acquired within the thirty days prior to May 31, then the owner has thirty days from the date of acquisition to assess it without penalty).

Homesteads used as a principal place of residence must be reported to the assessors' offices in order for the \$300 tax credit to be granted. Homeowners may report anytime before October 31 and receive their \$300 credit. Property owners must also report when their homestead is no longer eligible for the tax credit.

B. **Responsibilities Of The County Assessor**

It is the duty of the assessor to appraise and assess all real and personal property between the first Monday in January and the first day of July. The assessor must also, by the first of August, give to the Assessment Coordination Department his/her assessments on selected property samples chosen by the Assessment Coordination Department. All property in this State shall be assessed according to its value on the first of January, except business inventory, which is assessed at its average value during the year immediately preceding the first of January.

By August 1, the assessor must make an "Abstract of Assessments" showing the total assessed value of the county. On August 1, the assessor turns over the Real Property Assessment Book and Personal Property Assessment Book to the equalization board. After August 1, the assessor has only limited authority to make changes in any of the assessment books.

C. **Responsibilities Of The Tax Division Of The Public Service Commission**

The Tax Division of the Public Service Commission assesses all real and personal property used and/or held for use in the operation of public carriers, pipelines, inter-county motor freight companies, airlines, ferries, toll bridges, toll roads, water transportation companies, and all utilities including telegraph, telephone, electric, gas, and water.

All companies in the above categories are required to report all of their property to the Tax Division by March 1 each year. The Tax Division compiles this information, makes the appropriate assessments, and forwards them to the various Assessors by July 15.

D. **Responsibilities Of The Assessment Coordination Department**

The Assessment Coordination Department performs an ongoing procedural audit of real property appraisals and an annual ratio study of personal property assessments. The culmination of the real property procedural audit is a sales ratio study in the valuation year (counties reappraise real property every three or five years).

State funds are used to pay the cost of real property reappraisal and the Department is responsible for distributing the funds and overseeing the use of the funds. The Department may at any time, for cause, suspend payments to counties, and under extreme circumstances take over a reappraisal project.

When a county fails its ratio study, real or personal, the Department will direct and supervise a detailed analysis of failure and determine appropriate corrective actions to be taken. Should county refuse to follow the Department directive state turnback funds can be withheld from the affected county government. If the refusal continues for a period of one year, the turnback funds will be permanently lost.

In addition to the above the Department is responsible for educating assessors and others working in Arkansas, and acts as a tax policy advisor for the Governor and Legislature.

E. **Responsibilities Of The County Equalization Board**

County equalization boards have two responsibilities: (1) to review and equalize overall county assessments as assessed by the assessor; and (2) to hear assessment appeals by property owners.

On August 1, the county assessor turns over his or her completed assessment records to the county clerk, who serves as the secretary for the equalization board. These records remain with the equalization board and only they have the authority to direct changes during their session. (Though errors and omissions may be corrected through the county court during this time.)

The equalization board will meet as often as necessary beginning on August 1 running through October 1. If the county's ratio of assessed to market value is out of compliance, the equalization board may continue meeting after October 1, but no later than the third Monday in November. Additionally, the equalization board may enter into special planning session at its own motion any time during the year.

F. **Responsibilities Of The County Clerk**

As noted previously, the county clerk serves as the secretary for the equalization board. When all action has been completed by the assessor, the equalization board, and the county court, the assessment books are forwarded to the county clerk. The clerk extends the taxes by applying the applicable millage rates to the assessments and forwards this information to the county collector.

The extension of taxes must be completed by the first business day in March. By December 31, the county clerk must also prepare the assessment books for the upcoming year and forward them to the assessor.

G. **Responsibilities Of The County Collector**

Collectors are required to send each property owner a bill by July 1. Property taxes are due and payable between the first business day in March and October 10 in the second year of the "Ad Valorem Tax Cycle". Taxes become delinquent after October 10, and are subject to a 10% penalty and the cost of collection.

The collector transfers moneys collected each month to the county treasurer. The deadline for the transfer is the first of the month, or within five days of the first of the month.

Collectors are also responsible reporting to the Department of Finance & Administration the total amount of the homestead tax credits claimed in his or her county. The initial reporting deadline is March 31. The reports may be amended on the following June 15 and following November 15.

H. **Responsibilities Of The County Treasurer**

County treasurers distribute the tax moneys collected to the various taxing units and county funds. Once the collector turns over the money from the unapportioned fund to the treasurer, the treasurer will distribute 90% to the taxing and funds. The proper adjustments will be made upon final settlement to the various accounts, and once approved by the county court, the remaining 10% of the unapportioned funds will be distributed to the taxing units.

I. **Responsibilities Of The Circuit Clerk**

Among other duties, the circuit clerk serves as the county recorder of deeds and other official documents. The circuit clerk must transmit copies of deeds filed each week to the county assessor.

J. **Responsibilities Of The County Judge**

The county judge is the chief executive in county government and the ultimate authority in revenue matters. He or she also sits as the county court for hearing appeals

from county equalization board decision.

III. PROPERTY TAX TIME LINE

The property tax time line spans two years. The first year is used to determine the assessed values of property and levy millage rates. The second year is when the taxes will be collected and distributed to the cities, counties and school districts.

During the assessment year county assessors, clerks, equalization boards and judges are the people working to determining the assessed value. School boards and patrons, city councils and the county quorum courts set millage rates. The quorum court formally levies millage rates for cities, schools and county governments.

During the collection year county clerks, collectors, and treasurers are the people working to collect and distribute the taxes to the cities, counties, and school districts.

Property taxes are collected each year, so it is readily obvious that each assessment year is also a collection year - the collection year for the previous assessment year.

Following is a snapshot of one year and deadlines and duties that are being performed each month. Note: Amendment 79, approved in the 2000 general election, added deadlines and duties for elected officials which are included.

RECURRING

Some tasks are repeated monthly. The county collector could be collecting delinquent taxes anytime during the year (A.C.A. 26-36-209). The county treasurer will be making monthly distribution of tax proceeds to the taxing units (A.C.A. 26-39-201). Also, the county treasurer will be receiving monthly reimbursements for the homestead property tax credit (Act 1544, 2001). These tasks are not shown in the monthly breakdowns.

JANUARY

Lien date

Property taxes constitute a lien on property and bind that property from the first Monday in January of the assessment year until the taxes are paid in the collection year. (A.C.A. 26-34-101)

Valuation date.

All property is assessed according to its value on January 1 of the assessment year. (A.C.A. 26-26-1201)

Property Owner

Lists personal property with assessor. Through May 31. (A.C.A. 26-26-1408)
Registers homestead with assessor. Through October 31. (Act 1544, 2001)

JANUARY (Continued)

Assessor

Appraises real property. Through July 1. (A.C.A. 26-26-1101)

Appraises personal property. Through July 1. (A.C.A. 26-26-1408)

Reports homestead registrants to collector. Through October 31. (Act 1544, 2001)

Reports real estate sales to the ACD. (Act 1131, 2001)

County Clerk

Extends previous year taxes - prepares tax book. Through the 3rd Monday in February. (A.C.A. 26-28-103)

FEBRUARY

Property Owner

Lists personal property with assessor. Through May 31. (A.C.A. 26-26-1408)

Registers homestead with assessor. Through October 31. (Act 1544, 2001)

Assessor

Appraises real property. Through July 1. (A.C.A. 26-26-1101)

Appraises personal property. Through July 1. (A.C.A. 26-26-1408)

Reports homestead registrants to collector. Through October 31. (Act 1544, 2001)

County Clerk

Extends previous year taxes-prepares tax book. Through 3rd Monday. (A.C.A. 26-28-103)

Delivers tax book to the collector by the 3rd Monday. (A.C.A. 26-28-108)

MARCH

Property Owner

Lists personal property with assessor. Through May 31. (A.C.A. 26-26-1408)

Registers homestead with assessor. Through October 31. (Act 1544, 2001)

Pays previous year taxes. (A.C.A. 26-35-501)

Utilities & Carriers

Lists property with the Tax Division of the PSC by the 1st. (A.C.A. 26-26-1602)

Assessor

Appraises real property. Through July 1. (A.C.A. 26-26-1101)

Appraises personal property. Through July 1. (A.C.A. 26-26-1408)

Reports homestead registrants to collector. Through October 31. (Act 1544, 2001)

County Collector

Previous year tax books open for collection on the first business day. Taxes become due & payable. (A.C.A. 26-36-201)

Mails tax bills by July 1 deadline. (A.C.A. 26-35-705)

First homestead tax credit report to DFA by the 31st. (Act 1544, 2001)

APRIL

Property Owner

Lists personal property with assessor. Through May 31. (A.C.A. 26-26-1408)

Registers homestead with assessor. Through October 31. (Act 1544, 2001)

Pays previous year taxes. (A.C.A. 26-35-501)

Assessor

Appraises real property. Through July 1. (A.C.A. 26-26-1101)

Appraises personal property. Through July 1. (A.C.A. 26-26-1408)

Reports homestead registrants to collector. Through October 31. (Act 1544, 2001)

Collector

Mails tax bills by July 1 deadline. (A.C.A. 26-35-705)

MAY

Property Owner

Lists personal property with assessor. Deadline - May 31st without late assessment penalty (A.C.A. 26-26-1408)

Registers homestead with assessor. Through October 31. (Act 1544, 2001)

Pays previous year taxes. (A.C.A. 26-35-501)

Assessor

Appraises real property. Through July 1. (A.C.A. 26-26-1101)

Appraises personal property. Through July 1. (A.C.A. 26-26-1408)

Reports homestead registrants to collector. Through October 31. (Act 1544, 2001)

Collector

Mails tax bills by July 1 deadline. (A.C.A. 26-35-705)

JUNE

Property Owner

Registers homestead with assessor. Through October 31. (Act 1544, 2001)

Pays previous year taxes. (A.C.A. 26-35-501)

Assessor

Appraises real property. Through July 1. (A.C.A. 26-26-1101)

Appraises personal property. Through July 1. (A.C.A. 26-26-1408)

Reports homestead registrants to collector. Through October 31. (Act 1544, 2001)

Collector

Mails tax bills by July 1 deadline. (A.C.A. 26-35-705)

JULY

Property Owner

Registers homestead with assessor. Through October 31. (Act 1544, 2001)
Pays previous year taxes. (A.C.A. 26-35-501)

Tax Division – Public Service Commission

Report Assessment to counties by the 15th. (A.C.A. 26-26-1612)

Assessor

Appraises real property. Deadline July 1. (A.C.A. 26-26-1101)
Appraises personal property. Deadline July 1. (A.C.A. 26-26-1408)
Notify property owners of value increases no later than 10 business days after the 1st. (A.C.A. 26-23-203).
Files reappraisal plan with Assessment Coordination Department by the 1st every 3 or 5 years as appropriate. (A.C.A. 26-26-1905)
Reports homestead registrants to collector. Through October 31. (Act 1544, 2001)

County Collector

Mails tax bills by the 1st. (A.C.A. 26-35-705)
Second homestead tax credit report to DFA by the 15th. (Act 1544, 2001)

AUGUST

Property Owner

Registers homestead with assessor. Through October 31. (Act 1544, 2001)
Pays previous year taxes. (A.C.A. 26-35-501)
Petitions for equalization board hearing by the 3rd Monday. (Act 1567, 2001)

Assessor

Attends equalization board hearings. (A.C.A. 26-27-313)
Reports homestead registrants to collector. Through October 31. (Act 1544, 2001)
Reports total assessment to Assessment Coordination Department on August 1. (A.C.A. 26-26-304)

County Clerk

Assumes control of the assessment roll on August 1. The assessor must file the assessment reports with clerk by the 3rd Monday. (A.C.A. 26-26-716)
Equalization board secretary. (A.C.A. 26-27-307)

Equalization Board

Review overall assessment equalization. (A.C.A. 26-27-315)
Hear property owner appeals. (A.C.A. 26-27-317 & Act 1567, 2001)

SEPTEMBER

Property Owner

Registers homestead with assessor. Through October 31. (Act 1544, 2001)
Pays previous year taxes. (A.C.A. 26-35-501)

Assessor

Attends equalization board hearings. (A.C.A. 26-27-313)
Reports homestead registrants to collector. Through October 31. (Act 1544, 2001)

County Clerk

Equalization board secretary. (A.C.A. 26-27-307)

Equalization Board

Review overall assessment equalization. (A.C.A. 26-27-315)
Hear property owner appeals. (A.C.A. 26-27-317 & Act 1567, 2001)

School Districts

Elections on the 3rd Tuesday. (A.C.A. 6-14-102)

OCTOBER

Property Owner

Registers homestead with assessor. Deadline is the 31st. (Act 1544, 2001)
Pays previous year taxes. Deadline is the 10th. (A.C.A. 26-35-501)
Petitions for county court hearing on or before the 2nd Monday. (A.C.A. 26-27-318)

Assessor

Attends equalization board hearings. (A.C.A. 26-27-313)
Reports homestead registrants to collector. (Act 1544, 2001)

County Clerk

Equalization board secretary. Ongoing (A.C.A. 26-27-307)

Equalization Board

Review overall assessment equalization. (A.C.A. 26-27-315)
Hear property owner appeals. (A.C.A. 26-27-317 & Act 1567, 2001)
Adjourn regular session on the 1st. (A.C.A. 26-27-309)

NOVEMBER

County Clerk

Equalization board secretary during special session. (A.C.A. 26-27-307)
Report "Final Abstract of the Tax Books" to the state by 2nd Monday in November. (A.C.A. 26-27-321)
Begins extending taxes after the quorum court levy-prepares tax book. (A.C.A. 26-28-103)

NOVEMBER (Continued)

Equalization Board

Special session may extend until the 3rd Monday in November. (A.C.A. 26-27-311)

County Judge

Sits as county court to hear appeals from equalization board decisions. (A.C.A. 26-27-318)

City Council

Sets general millage rate before the quorum court levies. (Article 12, §4 Arkansas Constitution & A.C.A. 26-73-202)

Quorum Court

Levies millage rates for all taxing entities in its November meeting. (A.C.A. 14-14-904)

County Collector

Third homestead tax credit report to DFA by the 15th. (Act 1544, 2001)

DECEMBER

County Clerk

Continues extending taxes and preparing tax book. (A.C.A. 26-28-103)

County Collector

Delivers delinquent personal and real lists to legal newspaper for publication. (A.C.A. 26-36-203 & 26-37-107)

Final settlement on 31st. (A.C.A. 26-39-201)

Ad Valorem Tax Calendar

Action By	Action Taken	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Deadline/Date
ASSESSMENT FUNCTION														
Property Owner	Assess Personal Property	o o	o o	o o	o o	o o								May 31 w/o penalty
	Register Homestead w/	o o	o o	o o	o o	o o	o o	o o	o o	o o	o o			October 31 deadline
	Petition For EB Hearing							o o	o o					By 3rd Monday in
	Petition County Court									o o	o o			By 2 nd Mon in October
Utilities/Carriers	Report Property to Tax	o o	o o											By March 1
Tax Division	Report Assmts to Counties			o o	o o	o o	o o	o o						By July 15
	Report Assmts to Revenue			o o	o o	o o	o o	o o						By July 15
Assessor	Appraise Real Property	o o	o o	o o	o o	o o	o o							Jan. 1 thru July 1
	Appraise Personal Property	o o	o o	o o	o o	o o	o o							Jan. 1 thru July 1
	Send Value Change Notices					o o	o o	o o						10 B. Days after July
	Report Homesteads to	o o	o o	o o	o o	o o	o o	o o	o o	o o	o o			As owners return
	Report Total Assmts to ACD							o o						By August 1
	Report Sales to ACD	o o												By January 31
County Clerk	Controls Assessment Roll								o o	o o	o o	o o	o o	From August 1
	Equalization Board Secretary								o o	o o	o o	o o		Aug 1 - 3 rd Mon. Nov.
	Report Total Assmts to ACD										o o	o o		At conclusion of EB
Due Process	Appeal to Equalization Brd.								o o	o o	o o	o o		Aug 1 - 3 rd Mon. Nov.
	Appeal to County Court										o o	o o		October & November
	Appeal to Circuit Court													By Court Rule
LEVY FUNCTION														
School Districts	School Elections									o o				3 rd Tues. in
City Councils	Levies Millage										o o			October Meeting
Quorum Court	Levies Millage											o o		November Meeting
COLLECTION & DISTRIBUTION FUNCTION														
County Clerk	Extend Taxes											o o	o o	Begin After Levy Date
	Tax Book to Collector		o o											3 rd Mon in February
County Collector	Collect Taxes			o o	o o	o o	o o	o o	o o	o o	o o			1 st B. Day Mar - Oct
	Collect Delinquent Taxes											o o	o o	After October 10
	Publish Delinquent List											o o		By December 1
	Mail Tax Bills			o o	o o	o o	o o							By July 1
	Tax Credit Report to DFA			o o				o o				o o		Mar 31/July 15/Nov.
	Monthly Settlement	o o	o o	o o	o o	o o	o o	o o	o o	o o	o o	o o	o o	End of Month
	Final Settlement												o o	By December 31
County Treasurer	Tax Credit Return From State	o o	o o	o o	o o	o o	o o	o o	o o	o o	o o	o o	o o	Monthly
	Monthly Tax Distribution	o o	o o	o o	o o	o o	o o	o o	o o	o o	o o	o o	o o	Within 5 days of 1st

IV. COUNTY ASSESSMENT BUDGETING & OPERATIONS

County assessors' offices are responsible for discovering, valuing and listing property for tax purposes. Each of these responsibilities is challenging. Discovering newly constructed buildings, while not too much of a challenge in cities with building permits, can be very difficult and expensive in rural areas. Valuing property is a profession that is regulated by state and federal law, and though property assessment appraisers are exempted from these regulations, they are expected to live up to the same standards as other appraisers. Listing property is building a record about a property - its physical makeup, its ownership, its taxable status, and all the changes that may occur to any of these.

County assessors' budgets are funded by all taxing units in a county. Each taxing unit contributes a share equal to its percentage of total property taxes collected in a county. For instance, if a taxing unit receives 50% of all property taxes in a county, it funds 50% of the assessor's budget.

The quorum court, functioning as the county legislative body, appropriates funds to operate the assessor's office and the other county offices. Though it is often a desire of a quorum court to achieve balanced staffing among the county offices, two overriding facts about the assessor's office should be kept in mind: (1) the cost of operating the assessor's office is shared by all taxing units in a county and the state, with a relatively small amount coming directly from the county general fund; and (2) sufficient funding of the assessor's office will directly enhance the available funding for other county offices and functions.

The state funds real estate reappraisals up to \$7/parcel/county/year. A total of \$14,250,000 per year is appropriated for the next biennium for the costs of reappraisal statewide. Except for extraordinary circumstances local funding of reappraisal should not be necessary. State funds for reappraisals, because they are treated as reimbursements to counties, will still need to be appropriated by quorum courts. If a quorum courts fail to appropriate these funds, the Assessment Coordination Department, on behalf of all taxing units in the county, will enter into a reappraisal contract with an appraisal firm and execute the reappraisal of property in the county.

Assessors' offices are increasingly becoming compartmentalized. Employees are specializing in one task area - personal property clerks work with individual assessments, business personal appraisers work only with business assessments, real estate clerks work only with real estate records, and appraisers only appraise real estate. The assessor is the manager of all and the one who makes all the tasks areas work together.

It is worth noting that most assessors in Arkansas are not real estate appraisers. Real estate appraisals are delegated by the assessors to those who have gone through the training and gained the experience required to estimate property values. The same can also be said of business personal appraisers. As a result, the appraisal function is increasingly being privatized - counties are contracting with appraisal companies, particularly real estate appraisals.

Using county employees or contractors as appraisers is a choice for the county to make, but each should be aware that either approach has its pluses and minuses. County employees should be more closely attuned to the local market place, are directly accountable to local officials, and will be available to the public year round. Contract appraisers tend to be more efficient, are lower cost, but are not always easily accessible to the public.

V. EQUALIZATION & THE DUE PROCESS PROCEDURE

The county equalization board acquires the authority to assess property on August 1 each year. Though the assessor loses authority to assess on August 1, he or she is empowered to make an omitted assessment list and cause such to be placed on the assessment book by the county clerk at any time before collections start in March.

The equalization board meets in regular session during August and September. (NOTE: If there are no appeals or other necessary work, the equalization board should not meet every day during this period just to justify accepting per diem payments.) During this session, the board should review the assessor's assessments and the August 1 ratio study compiled by the Assessment Coordination Department. During the review, assessment inequities should be isolated and the appropriate corrections made by the equalization board.

Under the requirements of the Federal and State Constitutions, property owners have the right to due process proceedings before an assessment is considered final. The initial step in due process is an appeal to the equalization board. Any property owner may, by petition or letter, apply to the equalization board for the adjustment of the assessment of his or another person's property, providing all applications for adjustments are made before the third Monday in September (commencing in 2002, the deadline is third Monday in August).

The burden of proof that the property owner has been wrongfully assessed lies with the property owner and not with the assessor. Unless proven inaccurate, the assessment made by the assessor stands.

The Arkansas Supreme Court, in its rulings, has provided guidelines to determine whether a property's value should be reduced by the Equalization Board. These are:

- 1. The assessment is unfair compared with other lands of the same kind which are similarly situated**
- 2. The assessment is clearly erroneous.**
- 3. The assessment is manifestly excessive.**

Act 1567 of 2001 amplified these standards and requires that equalization boards only use them to determine the correctness or incorrectness of an assessment. Act 1567 went further and requires that equalization boards document the reason(s) for changing assessed values and review the assessment of similar properties should they change the value of one.

If the board fails to take action on an appeal before adjourning its regular session or fails to enter into special session to hear a legitimately established appeal, the property owner is entitled to have the board reduce all increases in assessments over the previous year's.

The assessor or any property owner who disagrees with the action of the equalization board may appeal such action to the county court by filing a petition of appeal with the county clerk. The appeal must be filed on or before the second Monday in October. Appeals from the decisions of the county court are to circuit court and, ultimately, to the Arkansas Supreme Court.

Property owner appeals, in general, go no further than the equalization board. From time to time, however, property owners or the county assessor will appeal to higher judicial bodies - the county courts, circuit courts, and the Arkansas Supreme Court. The county judge sits as the county court for property assessment appeals. The property owner or assessor must file a notice of appeal before the second Monday in October in order for the appeal to be heard. Subsequent appeals, to the circuit or supreme courts, are made following the rules of those courts.

VII. PRIMARY ASSESSMENT AND EQUALIZATION CODES

The following sections have been reproduced from the Arkansas Code Annotated of 1987, Vol. 26:

26-3-201. Property subject to taxes generally.

All property, whether real or personal, in this state; all money, credits, investments in bonds, stocks, joint-stock companies, or otherwise, of persons residing therein; the property of corporations; and the property of all banks or banking companies and of all bankers and brokers shall be subject to taxation. Such property, moneys, credits, investments in bonds, stocks, joint-stock companies, or otherwise, or the value thereof, shall be entered on the list of taxable property for that purpose.

26-3-203. Mobile homes and manufactured homes (Amended, See Act 410, 2001)

26-23-201. Title.

This act shall be referred to as the "Arkansas Property Taxpayer Bill of Rights".

26-23-202. Purpose.

(a) It is the intent of this act that the following objectives shall apply to the operation of the property tax system for Arkansas taxpayers:

- (1) To be taxed fairly and assessed equitably throughout the state;
- (2) To have access to information concerning how the system of property taxation works and how their tax dollars are spent;
- (3) To participate in the determination of tax rates or millage rates levied in local taxing units;
- (4) To receive fair and courteous treatment throughout the property tax system;
- (5) To review the reassessments and methodology used in determining the value of their properties and that of comparable properties;
- (6) To receive a prompt response by government officials to inquiries regarding the value of their properties;
- (7) To require government officials or others responsible for the valuation of property to review and correct any measurement error to the nearest foot, clerical error, or other technical error which occurred in the valuation of their properties;
- (8) To be sent a notice setting forth the following:
 - (A) The amount of any change in the value of their properties;

- (B) The right of the taxpayer to appeal such a change; and
 - (C) The procedures which must be followed on appeal, including the name, title, address, and telephone number of the secretary of the equalization board to whom the appeal and any supporting documentation should be directed, the deadline for requesting a hearing, and the proof required for adjustment of value;
 - (9) To complete all steps in the appeal process before paying any disputed taxes;
 - (10) To receive written notification of the outcome of any appeal; and
 - (11) To recover any overpayment of taxes resulting from erroneous assessments within three (3) years after payment.
- (b) The above enumerated rights shall be prominently displayed in each assessor's and collector's office in Arkansas.
- (c) The foregoing are goals and objectives only and no person or entity shall have a civil cause of action for any alleged breach or violation of any of these goals and objectives. Provided, however, that the preceding sentence shall not be interpreted or construed to limit the rights of any taxpayer under any other law of this state.

26-23-203. Notice procedures.

The following procedures shall be employed to ensure taxpayers receive adequate notice of value changes:

- (1)(A) County-wide reappraisals of real property shall be completed no later than July 1 of the year in which the county-wide reappraisal is scheduled to be completed.
- (B) Original valuations of newly discovered and newly constructed real and personal property shall be completed no later than July 1 of each assessment year;
- (2)(A) Notice of value changes shall be sent to affected property owners no later than ten (10) business days after July 1 of the assessment year.
- (B) The notice of value changes shall include:
 - (i) The previous year's full and assessed value, the reassessed full and assessed value, or the new full and assessed value resulting from an original assessment of newly discovered and newly constructed property;
 - (ii) The time period for meeting with the assessor or his or her representative to review the new valuation of the taxpayer's property;
 - (iii) A statement that property owners have the right to appeal the new valuation to the county equalization board;
 - (iv) The deadline to petition the equalization board to conduct a hearing to review the contested assessment; and
 - (v) A summary of laws relating to the criteria established by the Supreme Court to uphold an assessment determination by the equalization board; and

(3)(A) Property owners shall have the right to have a meeting with the assessor or his or her representative for a change in value before petitioning the equalization board for a hearing.

(B) In order to accommodate property owners, the assessor or his or her representative shall conduct the informal hearings required by this section after normal business hours at least one (1) day per week.

26-23-204. Tax bill information.

In order to assist property taxpayers to better understand their property tax bills, the following information shall be included on each tax bill sent by the county collector:

(1) The dollar amount of the taxpayer's total tax bill distributed to each taxing unit in the county in which their property is taxed;

(2) The millage rate levied by each taxing unit used to determine the tax distribution to each taxing unit and the percentage of the full value of the taxpayer's property that each millage rate levy represents;

(3) The percentage of the full value of the property shall be calculated by multiplying the legal assessment level by the appropriate millage rate levy; and

(4) The sum of the millage rates levied by each taxing unit, the percentage of the full value of the taxpayer's property that the sum of the millage rate levies represents, and the total dollar amount due and billed.

26-24-101. Divisions Created.

For the purpose of assisting it in the carrying out of its functions, powers, and duties, there is created within the Arkansas Public Service Commission the following divisions:

(1)(A) A Tax Division which shall have the responsibility of performing all functions and duties regarding assessment and equalization of properties of public utilities and public carriers;

(B)(i)(a) All rules, regulations, and procedures to be followed by the division in assessing public utilities shall be promulgated by the commission, and all assessments of public utilities made by the division shall be upon the approval of the commission;

(b) Any person aggrieved by any assessment of any public utility made by the division and approved by the commission shall, upon petition, be entitled to a hearing before the commission, and appeals from the rulings of the commission shall be to the circuit court upon the record made before the commission in the manner provided by law;

(ii)(a) All rules, regulations, and procedures to be followed by the division in assessing public carriers shall be promulgated by the Arkansas Transportation

Commission, and all assessments of public carriers made by the division shall be upon the approval of the Arkansas Transportation Commission;

(b) Any person aggrieved by any assessment of any public carrier made by the division and approved by the Arkansas Transportation Commission shall, upon petition, be entitled to a hearing before that commission, and appeals from the rulings of the commission shall be to the circuit court upon the record made before the commission in the manner provided by law;

(2) An Assessment Coordination Division, the duties of which shall be such of those formerly imposed upon the Arkansas Assessment Coordination Department as shall be assigned to the division by the commission. None of the duties so assigned shall relate to the assessment of the properties of public carriers or public utilities.

26-26-301. Duties of officers.

(a) All duties imposed by this subchapter on all state and county officers are declared to be mandatory, and any officer who neglects, fails, or refuses to perform any such duty shall be subject to removal from office and liable on his official bond for such neglect, failure, or refusal.

(b)(1) Upon the refusal or failure of any state officer to perform any duty imposed upon him under the provisions of this subchapter, any citizen of the state may, and the Attorney General of the State of Arkansas shall, institute in the proper court mandamus proceedings to compel the state officer to perform his duties.

(2) Upon the refusal or failure of any county officer to perform any duty imposed upon him under the provisions of this subchapter, any citizen of the county may, and the prosecuting attorney of the district including such county shall, institute in the proper court mandamus proceedings to compel the county officer to perform his duties.

26-26-302. Assessment records to be kept current.

(a) It shall be the duty of each county assessor to keep his appraisal and assessment data and records current by securing the necessary field data and making changes in valuations as changes occur in land use and improvements, and as errors are discovered and corrected, so that his records will at all times show the valuation of property in accordance with the provisions of this subchapter.

(b) Whenever land assessed on an acreage basis is subdivided into lots, the land shall be reassessed on the basis of lots, and whenever land is rezoned for a different use, the land shall be reassessed on the basis of its new classification.

26-26-303. Percentage of value to be used in appraisal.

(a) The appraisal and assessment shall be according to value as required by Arkansas Constitution, Article 16, Section 5.

(b) The percentage of true and full market or actual value to be used in the appraisal and assessment shall be fixed and certified by the Arkansas Public Service Commission as provided by §26-24-104.

(c) Until and unless a budget system is adopted with provisions for eliminating excessive and illegal tax rates and expenditures, the commission shall not fix and certify a percentage of true and full market or actual value in excess of twenty percent (20%).

26-26-304. Ratio of assessed value to market value - Effect on state aid or turnback funds.

(Amended, See Act 1131, 2001)

26-26-306. Countywide reappraisal of property.

(a) Any countywide valuation review program begun in accordance with the requirements of §26-26-305 [repealed] shall be deemed to be a countywide reappraisal of property pursuant to directive of law enacted by the General Assembly.

(b) Any county which has begun but has not completed a countywide valuation review program in accordance with the requirements of §26-26-305 [repealed] or otherwise on March 26, 1997, shall direct that a countywide reappraisal of property be completed, using, in part, valuations determined through the valuation review program for each parcel of taxable property reviewed to date.

(c) The provisions of §26-26-401 et seq., relative to the adjustment or rollback of millage levied for ad valorem tax purposes shall be applicable where a countywide reappraisal of property is completed as provided in this section.

(d) Any county which has begun but has not completed a countywide valuation review program in accordance with the requirements of §26-26-305 [repealed] or otherwise on March 26, 1997, shall suspend the valuations determined through the valuation review program and use the valuations which were applicable prior to the valuation adjustments pending the completion of the countywide reappraisal.

(e) Ad valorem taxes which are due and owing on March 26, 1997, shall continue to be due and owing and shall not be affected by the terms of this section.

26-26-307. Completion of reappraisal - Suspension of penalties.

(a) When there is a countywide reappraisal of property for ad valorem tax purposes in any county, which reappraisal is conducted over a period of two (2) or more years, taxes shall not be assessed on the basis of the reappraised value of any property in the county

until all taxable property in the county has been reappraised. When a countywide reappraisal of property is completed in any county and taxes are first assessed on the newly reappraised values, the provisions of Arkansas Constitution, Amendment 59 and §26-26-401 et seq. relative to the adjustment or rollback of millage levied for ad valorem tax purposes shall be applicable.

(b) Provided that newly discovered real property, new construction and improvements to real property, and personal property, shall be listed, appraised and assessed as otherwise provided by law until the countywide reappraisal of property is completed.

(c) No county which is conducting a comprehensive countywide reappraisal of property for ad valorem tax purposes which is in progress on the third Monday in November in any year, or any municipality or school district therein, shall be subject to any penalties provided in §26-26-304 for such fiscal year if the following requirements are met:

(i) The reappraisal meets the requirements of §26-26-401; and

(ii) The reappraisal is conducted in accordance with a plan which has been approved by the Assessment Coordination Division and provides that the reappraisal will be completed within twenty-four (24) months following the date of such approval.

26-26-308. Rules and regulations

The Assessment Coordination Division of the Arkansas Public Service Commission shall promulgate appropriate rules and regulations to carry out the provisions of §§26-26-306 - 26-26-308.

26-26-401. Applicability.

The provisions of this subchapter relative to the adjustment or rollback of millage levied for ad valorem tax purposes shall be applicable only where there is a countywide or statewide reappraisal of property:

(1) Pursuant to court order; or

(2) Pursuant to directive of law enacted by the General Assembly; or

(3) When the reappraisal is initiated by the assessor, the county equalization board, by directive of the quorum court or upon request of one (1) or more taxing units of a county, and is determined and certified by the Assessment Coordination Division of the Arkansas Public Service Commission as constituting a comprehensive countywide reappraisal; or

(4) When ordered by or implemented by a county pursuant to a directive of the division or its successor agency.

26-26-402. Procedure for adjustment of taxes after reappraisal or reassessment of property.

(a)(1) Whenever a countywide reappraisal or reassessment of property subject to ad valorem taxes, made in accordance with procedures established in this subchapter and with regulations of the Assessment Coordination Division of the Arkansas Public Service Commission, or its successor agency, adopted pursuant to the authority granted in this section shall result in an increase in the aggregate value of taxable real and personal property in any taxing unit in this state of ten percent (10%) or more over the previous year, the rate of city or town, county, school district, and community college district taxes levied against the taxable real and personal property of each taxing unit shall, upon completion of the reappraisal or reassessment, be adjusted or rolled back by the governing body of the taxing unit for the year for which levied as provided.

(2) The adjustment or rollback of tax rates or millage for the base year as defined in subdivision (5) of this subsection shall be designed to assure that each taxing unit will receive an amount of tax revenue from each tax source no greater than ten percent (10%) above the revenues received during the previous year from each tax source, adjusted for any lawful tax or millage rate increase or reduction imposed in the manner provided by law for the year for which the tax adjustment or rollback is to be made, and after making the following additional adjustments:

(A) By excluding from calculation the assessed value of, and taxes derived from, tangible personal property assessed in the taxing unit and all real and tangible personal property of public utilities and regulated carriers assessed in the taxing unit; and

(B)(i) By computing the adjusted or rollback millage rates on the basis of the reassessed taxable real property for the base year that will produce an amount of revenue no greater than ten percent (10%) above the revenues produced from the assessed value of real property in the taxing unit after making the aforementioned adjustments for personal properties and properties of public utilities and regulated carriers as provided in subdivision (a)(2)(A) from millage rates in effect in the taxing unit during the base year in which the millage adjustment or rollback is to be calculated;

(ii) In calculating the amount of adjusted or rollback millage necessary to produce tax revenues no greater than ten percent (10%) above the revenues received during the previous year, the governing body shall separate from the assessed value of taxable real property of the taxing unit, newly discovered real property and new construction and improvements to real property, after making the adjustments for personal property or property of public utilities and regulated carriers as provided in subdivision (a)(2)(A), and shall compute the millage necessary to produce an amount of revenues equal to, but no greater than, the base year revenues of the taxing unit from each millage source. Such taxing unit may elect either to obtain an increase in revenues equal to the amount of revenues that the computed or adjusted rollback millage will produce from newly discovered

real property, new construction, and improvements to real property, or, if the same is less than ten percent (10%), the governing body of the taxing unit may recompute the millage rate to be charged to produce an amount no greater than ten percent (10%) above the revenues collected for taxable real property during the base year.

(3) The amount of revenues to be derived from taxable personal property assessed in the taxing unit for the base year, other than personal property taxes to be paid by public utilities and regulated carriers in the manner provided, shall be computed at the millage necessary to produce the same dollar amount of revenues derived during the current year in which the base year adjustment or rollback of millage is computed, and the millage necessary to produce the amount of revenues received from personal property taxes received by the taxing unit, for the base year shall be reduced annually as the assessed value of taxable personal property increases until the amount of revenues from personal property taxes, computed on the basis of the current year millage rates, will produce an amount of revenues from taxable personal property equal to or greater than that received during the base year, and thereafter the millage rates for computing personal property taxes shall be the millage rates levied for the current year.

(4) The taxes to be paid by public utilities and regulated carriers in the respective taxing units of the several counties of this state during the first five (5) calendar years in which taxes are levied on the taxable real and personal property as reassessed and equalized in each of the respective counties as a part of a statewide reappraisal program shall be the greater of the following:

(A) The amount of taxes paid on property owned by such public utilities or regulated carriers in or assigned to the taxing unit, less adjustments for properties disposed of or reductions in the assessed valuation of such properties in the base year as defined below; or

(B) The amount of taxes due on the assessed valuation of taxable real and tangible personal property belonging to the public utilities or regulated carriers located in or assigned to the taxing unit in each county at millage rates levied for the current year.

(5) As used in this section, the term "base year" shall mean the year in which a county completes reassessment and equalization of taxable real and personal property as a part of a statewide reappraisal program and extends the adjusted or rolled back millage rates for the first time, as provided in subdivision (1) of this subsection, for the respective taxing units in that county for collection in the following year.

(A) In the event the amount of taxes paid the taxing unit in a county in the base year, as defined in this subdivision, is greater than the taxes due to be paid to such taxing unit for the current year of any year of the second period of five (5) years after the base year, the difference between the base-year taxes and the current year taxes for any year of the five-year period shall be adjusted as follows:

Current year of second period of five (5) years	Taxes shall be current-year taxes to which shall be added the following percentage of the difference between the current-year taxes and the base-year taxes (if greater than current-year taxes)
1st year	80% of difference
2nd year	60% of difference
3rd year	40% of difference
4th year	20% of difference
5th year and thereafter	Current year's taxes only

(B) If the current-year taxes of a public utility or regulated carrier equal or exceed the base-year taxes due a taxing unit during any year of the first ten (10) years after the base year, the amount of taxes to be paid to the taxing unit shall thereafter be the current-year taxes, and the adjustment authorized in this section shall no longer apply in computing taxes to be paid to such taxing unit.

(6) In the event the requirement for payment of taxes by public utilities and regulated carriers, or any class of utilities or carriers for the ten-year period as provided in subdivision (a)(5)(B) shall be held by court decision to be contrary to the constitution or statutes of this state or of the federal government, all utilities and all classes of carriers shall receive the same treatment provided or required under the court order for a particular type of carrier or utility if deemed necessary to promote equity between similar utilities or classes of carriers.

(b) If it is determined that the adjustment or rollback of millages as provided for in this section will render income from millages pledged to secure any bonded indebtedness insufficient to meet the current requirements of all principal, interest, paying agents' fees, reserves, and other requirements of a bond indenture, any pledged millage shall be rolled back or adjusted only to a level which will produce at least a level of income sufficient to meet the current requirements of all principal, interest, paying agents' fees, reserves, and other requirements of the bond indenture.

(c) Pursuant to the application of Arkansas Constitution, Amendment 74, to the rollback provisions of Arkansas Constitution, Amendment 59, for millage rates levied by the various school districts within the county, if it is determined that the adjustment or rollback of millages as provided in Amendment 59 will result in a tax rate available for maintenance and operation of less than the uniform rate of tax, then the millage shall be rolled back only to the uniform rate of tax plus debt service millage required, and no further.

26-26-403. Certification of assessed value data.

(a) In the base year of an approved countywide reassessment program, the county clerk shall certify the assessed value by taxing unit after the equalization board hearings and county court hearings, on the first Monday in November.

(b) The clerk shall, on or before the second Monday in November of the base year, report to the governing body of each taxing unit the following completed form, accurately listing the required data on each line.

Base Year Certification of Assessment Data
on Real Estate

COUNTY: _____
TAXING UNIT: _____
DATE: _____

1. Total Assessment _____
2. Total Newly Discovered
Property List _____
3. Total Taxes Certified
for Collection _____
4. Millage Levy for Main-
tenance and Operations _____
5. Millage Levy for Bonds
or Debt Service

County Clerk Certification: _____
Signature

(c) The clerk shall, on or before the second Monday in November of the base year, report to the governing body of each taxing unit the following completed form, accurately listing the required data on each line.

School District Calculation
to Determine Minimum Millage Required by Amendment 74

COUNTY _____ DATE _____

School District Name: _____

1. Compute the following to find the debt payment by school:

**Debt payment figures are supplied by the Arkansas Department of Education.*

- a. *Required debt payment _____
- b. *Less debt service supplement _____
- c. Equals debt payment by school _____

2. Compute the following to find the total new assessment (including fringe counties):

- a. Current year real assessment _____
- b. Plus current year personal assessment _____
- c. Plus current year utility assessment _____
- d. Equals total new assessment _____

3. Compute the following to find the millage required for debt:

- a. Debt payment by school _____
- b. Divided by total new assessment _____
- c. Equals school mills required for debt _____

4. Compute the following to find the minimum millage required by Amendment 74:

- a. M & O mills required by Amendment 74 _____
- b. Plus school mills required for debt _____
- c. Plus mills required for callable bonds _____
- d. Equals minimum millage required _____

5. Transfer minimum millage required to "Base Year Millage Rollback Computation and Certification Form", Item 7.

26-26-404. Computation and certification form.

(a)(1) The governing body of each taxing unit in the base year of countywide reassessment shall complete the following form and return the form to the county clerk on or before the third Monday in November of the base year, using certified data provided by the county clerk as described in §26-26-402.

(2) The form shall be signed by the officers of the governing body of each taxing unit.

(b)(1) If newly discovered and new construction properties are less than a ten percent (10%) increase in assessments, the governing body of each taxing unit may elect to increase the rolled back millage an amount to allow no more than an overall ten percent (10%) increase in taxes.

(2) If the newly discovered and new construction property list is ten percent (10%) or more above reassessment total, the total amount is allowed; however, no increase in the rolled back millage shall be considered.

(c) Each tax source or millage levy shall be computed and rounded up to the nearest one-tenth (1/10) mill.

(d) The county clerk shall file and record the completed forms required in §26-26-403 and this section and shall forward a copy of the forms to the Assessment Coordination Division of the Arkansas Public Service Commission by December 1 of the base year.

Base Year Millage Rollback Computation and Certification Form

COUNTY: _____
TAXING UNIT: _____
DATE: _____

1. Compute the following to discover total of reassessed property:

- a. Total base year assessments _____
- b. Less newly discovered, new
construction properties _____
- c. Equals total reassessed
properties _____

2. Compute the following to find the zero-increase millage adjustment:

- a. Base-year taxes certified
for collection _____
- b. Divided by reassessed
properties _____
- c. Equals zero-increase millage _____

3. Compute the following to find the percentage of newly discovered property:
 - a. Newly discovered, new construction properties _____
 - b. Divided by total assessed properties _____
 - c. Equals percent newly discovered _____

4. Millage adjustment option:
 - a. Maximum increase option _____ 10%
 - b. Minus newly discovered property percentage _____
 - c. Allowable optional millage increase _____

5. To compute millage adjustment option if applicable:
 - a. Rolled back zero-base millage _____
 - b. Times allowed optional millage increase percent _____
 - c. Equals indicated overall millage of _____

6. Each tax source or levy shall be adjusted by applying the following computed multipliers and adjusting to the next highest one-tenth (1/10) mill:
 - a. Overall millage from 5.c. above _____
 - b. Divided by previous millage prior to base year _____
 - c. Equals multiplier _____

7. Compute each tax source or levied millage in the following table:

Tax Source	Previous Millage	x	Multiplier	=	Adjusted Rounded Millage/Millage
_____	_____	x	_____	=	_____/_____
_____	_____	x	_____	=	_____/_____
_____	_____	x	_____	=	_____/_____
_____	_____	x	_____	=	_____/_____
_____	_____	x	_____	=	_____/_____
_____	_____	x	_____	=	_____/_____
_____	_____	x	_____	=	_____/_____
Total Millage				=	_____/_____
Minimum Millage Required by Amendment 74				=	_____
Minimum Millage to be Levied (Greater of above)				=	_____

CERTIFICATION: Signatures _____

8. Proration of minimum millage by tax source if applicable:

- Millage to be levied _____
- Divided by total previous millage _____
- Equals multiplier _____
- Compute each tax source or levied millage in the following table:

Tax Source	Previous Millage	x	Multiplier	=	Adjusted Rounded Millage/Millage
_____	_____	x	_____	=	_____/_____
_____	_____	x	_____	=	_____/_____
_____	_____	x	_____	=	_____/_____
_____	_____	x	_____	=	_____/_____
_____	_____	x	_____	=	_____/_____
_____	_____	x	_____	=	_____/_____
_____	_____	x	_____	=	_____/_____
Total Millage				=	_____/_____

9. TOTAL MILLAGE TO BE LEVIED _____

CERTIFICATION: Signatures _____

26-26-405. Personal property interim millage adjustment.

(a) Revenues derived from personal property by each taxing unit in the county are to be frozen at the base-year levels. The millage applied to personal property only is then adjusted downwards in the same proportion that the assessment base increases. The current millage is defined as the millage that was used in each taxing unit to derive the base-year revenues for personal property. This procedure shall be followed each year until the personal property millage rate is equal to or lesser than the millage rate applied to real estate, at which time the interim adjustment is complete, and both personal property and real estate shall thereafter be taxed at the same millage rate.

(b) In calculating the interim millage, all millage will be rounded up only to the nearest one-tenth (1/10) mill or to four (4) places to the right of the decimal.

(c) The adjustment shall be performed by the county clerk at the conclusion of all due process proceedings, or by the second Monday in November, whichever is earlier. The county clerk shall then certify the interim personal property millage rate by taxing unit to the county quorum court by the third Monday in November for certification of all millage rates.

(d) The county clerk shall file and record the completed form required by this section. The clerk shall forward a copy of the form to the Assessment Coordination Division of the Arkansas Public Service Commission by December 1 of each year where an interim millage is used, or the year of final adjustment.

PERSONAL PROPERTY INTERIM MILLAGE ADJUSTMENT

COUNTY: _____
TAXING UNIT: _____
DATE: _____

Data Needed For Calculation

- | | |
|-----------------------------------|-------|
| 1. Base year revenues | _____ |
| 2. Previous year assessment base | _____ |
| 3. New assessment base | _____ |
| 4. Current millage by tax source: | |
| Maintenance & Operations | _____ |
| Bonds or Debt Service | _____ |
| | _____ |
| | _____ |
| Others | _____ |
| | _____ |
| | _____ |

Millage Adjustment Calculations

1. Determination of assessment base growth factor:

Previous		New				
<u>Assessment Base</u>	/	<u>Assessment Base</u>	=	<u>Growth Factor</u>		
_____	/	_____	=	_____		

2. Millage adjustments by tax source:

<u>Growth Factor</u>	x	<u>Current Millage</u>	=	<u>Interim Millage/Rounded To</u>
M & O _____	x	_____	=	_____ / _____
Bonds _____	x	_____	=	_____ / _____
_____	x	_____	=	_____ / _____
_____	x	_____	=	_____ / _____
Other _____	x	_____	=	_____ / _____
_____	x	_____	=	_____ / _____
_____	x	_____	=	_____ / _____
TOTAL INTERIM MILLAGE _____				

3. Verification:

<u>Total Interim Millage</u>	x	<u>New Assessment Base</u>	=	<u>Revenue</u>
_____	x	_____	=	_____

26-26-406. Tax adjustment procedure.

The following tax adjustment procedure must be completed by the county clerk on or before the third Monday in November, after all due process proceedings of the equalization board and county court. Upon completion, the county clerk shall record and file the original, sending certified copies to the county quorum court and the Assessment Coordination Division of the Arkansas Public Service Commission by the third Monday in November.

Public Utility and Regulated Carrier Property Tax Adjustment
Procedure For the Year _____
for

(Company Name)
in

(Taxing Unit)

(County)

I. Calculating Base Year Taxes:

- a. Base year total assessment: _____
- b. Base year millage rate prior
to rollback: _____
- c. Base year taxes (line a x b); _____

II. Calculating Current Year Taxes:

- a. Current year total assessment: _____
- b. Current year millage rate
after rollback: _____
- c. Current year taxes
(Line a x b); _____

III. Property Tax Adjustment Time Frame:

- a. Base year: _____
- b. First five-year adjustment period:

Adjustment Year	Year Date		
1	_____	1 st	Year After Base Year
2	_____	2 nd	Year After Base Year
3	_____	3 rd	Year After Base Year
4	_____	4 th	Year After Base Year
5	_____	5 th	Year After Base Year

- c. Second five-year adjustment period:

Adjustment Year	Year Date		
6	_____	6 st	Year After Base Year
7	_____	7 th	Year After Base Year
8	_____	8 th	Year After Base Year
9	_____	9 th	Year After Base Year
10	_____	10 th	Year After Base Year

IV. Property Tax Calculations:

a. First five-year adjustment period:

1. Are current year taxes from Item II greater than base year taxes from Item I?
 - a. _____ Yes. Then Current Year Taxes only are to be billed and the adjustment process is complete.
 - b. _____ No. Then Base Year Taxes only are to be billed.

b. Second five-year adjustment period:

1. Are current year taxes from Item II greater than base year taxes from Item I?
 - a. _____ Yes. Then Current Year Taxes only are to be billed and the adjustment process is complete.
 - b. _____ No. Then complete the following adjustment process to calculate the adjusted tax due.
2. Tax due adjustment procedure:

Adj. Year	Base Year Adjusted Taxes	-	Current Year Taxes	x	Adjust. Factor	+	Current Year Taxes	=	Tax Due
6	_____	-	_____	x	<u>.80</u>	+	_____	=	_____
7	_____	-	_____	x	<u>.60</u>	+	_____	=	_____
8	_____	-	_____	x	<u>.40</u>	+	_____	=	_____
9	_____	-	_____	x	<u>.20</u>	+	_____	=	_____
10	_____	-	_____	x	<u>.80</u>	+	_____	=	_____

26-26-407. Valuation of different types of property.

(a) Residential property used solely as the principal place of residence of the owner shall be assessed in accordance with its value as a residence, so long as the property is used as the principal place of residence of the owner and shall not be assessed in accordance with some other method of valuation until the property ceases to be used for the residential purpose.

(b)(1) Agricultural land, pasture land, and timber land valuation shall be based on productivity of the soil.

(2) Agricultural land, pasture land, and timber land guidelines shall be developed based on typical or most probable use of the soils for each of the aforementioned categories in the region.

(c) Commercial land and residential land that is vacant shall be valued on its typical use. The assessor must determine what the typical use of vacant commercial or residential land is by considering the primary current use of adjacent lands.

(d) The county equalization board may reclassify lands upon proof of change in use of the lands or upon proof that the lands are not eligible for classification under the provision of this section. The owner may appeal the decisions of the assessor and board as provided by law for other appeals from the assessor or board.

(e) The Assessment Coordination Division of the Arkansas Public Service Commission, in devising and developing methods of assessing and levying the ad valorem property tax on real property, shall develop and publish tables and other data which shall be used by county assessors for assessing lands qualifying under the provisions of this subchapter.

(f) Whenever lands that have qualified for valuation on use or productivity under subsection (b) of this section are converted to another use, the person converting the lands to another use shall immediately, in writing, notify the county assessor of the change in use. The county assessor shall, at the appropriate time, extend the taxes on the lands based on the change in use and shall certify to the county collector the amount to be collected.

(g) If any person shall fail to give written notice of a change in use of property as required in subsection (f) of this section, the person shall be subject to a penalty in an amount equal to three (3) years of taxes on the property at the value in the new use or conversion use. Any penalty so assessed shall be included in the taxes on the lands for the year in which the failure is discovered and shall be a lien on the lands to the same extent as any other taxes levied on the land.

(h) Any funds derived from penalties assessed pursuant to subsection (g) of this section shall be deposited in the county general fund to be used for the purposes prescribed by law.

26-26-408. Implementation of millage rollback in fringe school districts.

(a) For purposes of this section, the term "fringe school districts" means those school districts whose boundaries extend across one (1) or more county lines.

(b) When there is a statewide or countywide reappraisal of property for ad valorem tax purposes pursuant to court or pursuant to law enacted by the General Assembly, the millage rollback for fringe school districts will be implemented as follows: That part of the school district in a county reappraised first will be rolled back in accordance with procedures prescribed in this subchapter, and taxes will be levied at that millage rate until such time as a similar reappraisal is completed in the other counties in which the school district lies and the millage in those counties is rolled back in accordance with this subchapter at which time the rolled back millage for the first part of the school district that has been reappraised and the rolled back millage for each succeeding part of the school district that has been

reappraised shall be averaged, weighted by the percentage of the total assessment of the school district that each part consists of in order to create a weighted average millage, and thereafter the weighted average millage for the school district will be the millage rate levied in the whole school district.

26-26-409. Rules and regulations.

The various state agencies having authority and responsibility with respect to the implementation of the provisions of Arkansas Constitution, Amendment 59, and the provisions of this subchapter or any other laws enacted to carry out the purpose and intent of the amendment are authorized and directed to adopt appropriate rules, regulations, and guidelines to assure that the intent and purpose of the amendment and the laws designed to implement and carry out its purposes are effectively and efficiently carried out during the transitional period.

26-26-503. Appointment and training of personnel.

(a) The county assessor in each county may employ such personnel as the assessor deems necessary to reappraise taxable property in the county in compliance with the court order in *Arkansas Public Service Commission, et al. v. Pulaski County Board of Equalization, et al.* and to thereafter maintain a proper appraisal of property in the county.

(b)(1)(A) The Assessment Coordination Division of the Arkansas Public Service Commission shall prescribe an appropriate course of training to qualify persons employed by elected county assessors to conduct appraisals of property for ad valorem tax purposes and shall issue a certificate of qualification to each person who successfully completes the course of training or is otherwise determined by the division to be qualified to conduct appraisals.

(B)(i) Only those persons who hold certificates of qualification issued by the division as provided for in this section shall be employed by the elected county assessors for or undertake the appraisal of property for ad valorem tax purposes in any county.

(ii) This section only applies to persons employed by elected county assessors, and the elected county assessors are not themselves required to be certified by the division.

(2) The division shall seek the advice of the Legislative Council prior to the final adoption of training criteria for persons to be employed by county assessors to appraise property for ad valorem tax purposes.

26-26-601 et. seq.

(Repealed by Act 590, 2001)

26-26-1107. Change in or damage to property.

(a) All lands that shall have been purchased from owners, the property of whom or which was by law exempt, all new improvements over the actual value of one hundred dollars (\$100), and all town or city lots as may have been platted, as the case may be, subsequent to January 1 of any year shall be subject to assessment and taxation for the year immediately following the purchase, improvement, or platting.

(b)(1)(A) In each year, all real estate or improvements thereon which have been damaged by fire, flood, tornado, or other act of God, if the property is then on the assessment record at a value determined prior to the damage and if the damage occurred prior to the date the assessor is required by law to deliver his report of assessment to the county clerk, then that property shall be revalued and assessed by the assessor.

(B) Nothing in this subsection shall be construed as requiring an assessor to seek to identify property which may have been damaged.

(2) Appeals shall lie from the action of the assessor as in the case of other property in that year assessed.

26-26-1901. Definitions.

As used in this subchapter:

(1) "County-wide reappraisal" means a cyclical review program begun pursuant to the terms of this subchapter;

(2) "Department" means the Assessment Coordination Department; and

(3) "Reappraisal" means the estimating of the value of all taxable real property within the county as of a given date within a given time frame.

26-26-1902. Reappraisal.

(Amended, See Act 1058 of 2001)

26-26-1903. Criteria for reappraisal.

(Amended, See Act 1058 of 2001)

26-26-1904. Objectives.

The objectives of this subchapter are as follows:

(1) To establish and promote a uniform system of real property assessments within each county of the state and among the counties;

(2) To provide for the certification of appraisers who perform services under this subchapter and to assure that each has the training determined by the Assessment Coordination Department to be necessary to perform accurate estimations of the valuation

of market-value real property and to conduct county-wide reappraisals which are of a high quality to aid the state in its realization of the objectives of this subchapter;

(3) To establish planning and quality assurance guidelines in each county to ensure that all laws and regulations are met, standards of appraisal accuracy are maintained, work is finished on time, and staff and resources are used wisely;

(4) To furnish materials to aid appraisers in assessing real property;

(5) To pay the costs and expenses of reappraisals as determined by the department to be necessary, prudent, and reasonable in the implementation of this subchapter; and

(6) To ensure that all funds expended by the state for reappraisal services are monitored by the department and only that progress and performance of those services as measured by the department to be within the guidelines established by the department are to be compensated by the state.

26-26-1905. Rules relating to reappraisal procedures.

(a) To carry out the provisions of this subchapter, the Assessment Coordination Department, as it deems necessary, appropriate, and consistent with the objectives of this subchapter, shall:

(1) Develop and implement rules relating to reappraisal procedures to be followed by counties, specifying annual objectives with respect to the discovery, listing, and valuation of real property for assessment purposes;

(2)(A) Develop and implement rules relating to training, experience, and testing requirements for determining whether a person is qualified to manage a reappraisal.

(B) Any department personnel responsible for approving reappraisal plans or property values resulting from those reappraisals shall be required to meet the same criteria;

(3) Enter into contracts with private entities for appraisal services on behalf of counties on such terms and conditions as the department deems are consistent with the provisions of this subchapter and are necessary and appropriate in its implementation. Title 19, Chapter 11, shall not apply to contracts made under this subchapter and to the expenditure of funds from the Arkansas Real Property Reappraisal Fund.

(b)(1) Each county shall follow the reappraisal procedures established by the department and file a reappraisal management plan with the department no later than July 1 of the year preceding the commencement of the reappraisal.

(2) The plan shall specify a proposed budget, personnel needs, and projected annual progress with respect to the discovery, listing, and valuation of property.

(c) The department shall follow pre-established department rules to determine whether a reappraisal management plan is approved or rejected.

(d)(1) The department shall establish training, experience, testing requirements, and such other criteria as it deems necessary to determine whether a person is qualified to manage a reappraisal performed under this subchapter.

(2) The department shall not approve a reappraisal management plan that does not name a qualified manager.

(e)(1) Employees of the county assessor may be used to reappraise the county and the county assessor or a designated employee may manage the reappraisal if the assessor or the designated employee meets the qualifications established in this subchapter and the rules established under this subchapter.

(2)(A) If the initial reappraisal plan required in subsection (b) of this section as submitted by the county assessor is rejected by the department, the county assessor shall be allowed to submit an alternate plan within thirty (30) days of the rejection of the initial plan.

(B) If the alternate reappraisal management plan is rejected by the department, the county shall employ and enter into a contract for professional services with a professional reappraisal company on behalf of all taxing units in the county as set forth in subsection (f) of this section.

(f)(1) The county assessor may enter into a contract for professional services with a professional reappraisal company when both the proposed contract and the reappraisal management plan submitted by the contractor have been approved by the department.

(2)(A) If the initial reappraisal plan submitted by the contractor is rejected by the department, the contractor shall be allowed to submit an alternate plan.

(B) If the second reappraisal management plan is rejected by the department, it shall write a reappraisal management plan that the county shall employ and enter into a contract for professional services with a professional reappraisal company on behalf of all taxing units in the county.

(3) The reappraisal contract must be accompanied by an approved reappraisal management plan.

26-26-1906. Computer assisted mass appraisal systems.

County assessors or those otherwise responsible for the valuation of real property for assessment purposes shall employ computer-assisted mass appraisal systems approved by the Assessment Coordination Department. Information stored in the electronic database used in the computer-assisted mass appraisal system shall include, but not be limited to, pertinent physical characteristics and historical sales prices of each property in the county. The department shall have access and the capability to retrieve data stored in each county's computer-assisted mass appraisal system via phone lines and a modem.

26-26-1907. Arkansas Real Property Reappraisal Fund.

(a) The proceeds of the Arkansas Real Property Reappraisal Fund shall be used to pay counties and professional reappraisal companies for the reappraisal of real property required by this subchapter and shall be in lieu of real property reappraisal funding by the local taxing units in each county of this state.

(b) For cause and after an opportunity for hearing, the Director of the Assessment Coordination Department may suspend or terminate the contract of any appraisal firm or county.

(c) The fund proceeds shall be distributed monthly, except when there is a determination by the department that proper reappraisal procedures established by the department are not being followed.

(d) Based on its expertise and the criteria and requirements set forth in this subchapter, the department shall establish by rule the findings that indicate proper reappraisal procedures are not being followed.

(e) At the end of each countywide reappraisal, the department shall issue a report of the status of the county.

26-26-1908. Applicability of relation to ad valorem tax.

The provisions of §§26-26-401 - 26-26-410 relative to the adjustment or rollback of millage levied for ad valorem tax purposes shall be applicable when a county-wide reappraisal of property is completed as provided in this subchapter.

26-26-1909. Relation to previous requirements.

Implementation of this subchapter does not relieve a county of any previous requirements for reappraisal.

26-26-1910. Scope.

The provisions of this subchapter shall not affect either the duties of the equalization board or the county assessor's duties in relation to the assessment of personal property or any other responsibilities of the county assessors not directly addressed in this subchapter.

26-26-1911. Department authority.

The Assessment Coordination Department is hereby authorized, empowered, and directed to promulgate regulations for the implementation of this subchapter.

26-27-301. Creation.

(a) There is created a county equalization board in each county of this state to be selected in the manner provided by §§26-27-302 -- 26-27-305.

(b) The boards shall have all the powers and authority, and perform all of the duties which are conferred by law on the boards in this state.

26-27-302. Qualifications.

The county equalization board of each county shall be composed of qualified electors of the county who have been real property owners for at least one (1) year.

26-27-303. Composition.

The county equalization board of each county shall consist of five (5) members. However, in counties having a population in excess of seventy-nine thousand (79,000) persons, according to the most recent federal decennial census, the board may consist of nine (9) members.

26-27-304. Selection of members.

(Amended, See Act 505, 2001)

26-27-305. Terms of office - Vacancies.

(a) The terms of office of the members of the county equalization boards shall be staggered as follows:

(1) In those counties having an equalization board composed of five (5) members, the members shall serve three-year staggered terms of office, with each expiring term to expire on the first Monday of June of each year, or until his successor is selected or appointed and qualified, provided, however, that on the first Monday in July, 1999, the terms of the present members of each county equalization board with three (3) or five (5) members shall expire and new members shall be appointed as is provided by law, and within thirty (30) days thereafter, the five (5) new members shall meet and determine by lot their respective staggered terms in such a manner that one (1) member's term should expire one (1) year thereafter, two (2) members' terms should expire two (2) years thereafter, and two (2) members' terms should expire three (3) years thereafter;

(2) In those counties having a board composed of nine (9) members, the members shall serve three-year staggered terms of office, with each expiring term to expire on the first Monday of June of each year, or until his successor is selected or appointed and qualified, provided, however, that on the first Monday in July, 1999, the terms of the present members

of each county equalization board with nine (9) members shall expire and new members shall be appointed as is provided by law, and within thirty (30) days thereafter, the new members shall meet and determine by lot their respective staggered terms in such a manner that the terms of three (3) members each should expire one (1), two (2), and three (3) years, respectively, thereafter.

(b)(1) Upon the expiration of a member's term under the provisions of this section, the successor member shall be appointed or selected for a three-year term or until his successor is selected or appointed and qualified.

(2) Upon the expiration of the term of any member of any county equalization board or upon the vacancy of a membership of any board, the member to fill the vacancy shall be selected by the same group, either the directors of the several districts of the county, the members of the city and town councils of the cities and incorporated towns in the county, the county judge, or the county quorum court that made the selection of the member whose term has expired or has been vacated.

26-27-306. Oath of members.

(a) Each member of a county equalization board, before entering upon the discharge of his duties, shall take the oath of office prescribed in Arkansas Constitution, Article 19, Section 20, and further, that he will fearlessly, impartially, and faithfully equalize the assessed value of all property assessed and subject to taxation.

(b) The oath shall be subscribed and sworn to by each member of the board before the clerk of the county court, and the clerk shall make it a matter of record in his office.

26-27-307. Secretary of board.

The clerk of the county court shall serve as secretary of the equalization board of his county and shall keep a complete and accurate journal of its proceedings and perform such other duties as may be by law required by the board. In addition, within ten (10) days after the appointment of the equalization board for his county, the clerk shall file from time to time with the Assessment Coordination Division of the Arkansas Public Service Commission a statement showing the name and address of each member of the board. When any change in the personnel of the board is made, he shall immediately so advise the commission.

26-27-308. Compensation.

(a) The members of the county equalization board and the secretary thereof of the counties of this state shall receive for their services an amount to be fixed by the quorum court of the county.

(b) All compensation, together with expenses necessarily incurred by reason of official action of the board, shall be audited and paid by the county as other claims against the county are audited and paid.

26-27-309. Annual meeting.

(a) The county equalization board shall meet on August 1 of each year at the office of either the clerk of the county court or the office of the county assessor. However, if August 1 falls on a Saturday, a Sunday, or a legal holiday, the meeting shall be held on the next business day which is not a Saturday, a Sunday, or a legal holiday.

(b) At the first meeting of the board, it shall organize by electing one (1) of its members as chairman who, in addition to all other powers and duties conferred in this subchapter, shall have the power to administer oaths to witnesses appearing before the board.

(c) In addition, the board shall exercise its functions as a board of equalization to equalize the assessed value of all acreage lands, city and town lots, other real property, and personal property subject to local assessment, regardless of the year in which the property was last assessed by the local assessor, beginning August 1 of each year and continuing through October 1, the board shall meet as often as is necessary to consider the equalization of all property assessments and all requests for adjustments of assessments by taxpayers. However, in those counties where the assessed value of real and personal property has been found by the Assessment Coordination Department to be below the percentage of the true or fair market value as required by law, the meetings of the board shall continue until all property assessments are equalized and all requests for adjustments of assessments by taxpayers are considered, however the meetings shall not run later than the third Monday in November of each year.

(d) A majority of the members of the board shall constitute a quorum for the transaction of business.

26-27-310. Working groups.

County equalization boards consisting of nine (9) members may organize into working groups of three (3) members each for the purpose of making investigations and recommendations to be presented to and passed by the entire board sitting en banc. For this purpose, each group may select a group chairman who shall be vested with all the powers and duties pertaining to the work of his particular group as is vested in the chairman of the board.

26-27-311. Special sessions generally.

(a)(1)(A) The equalization board of any county, on petition of the county judge or the county quorum court or on its own motion at any time after adjournment of its regular monthly meeting or after its equalization meetings from August 1 each year through October 1 and before the third Monday in November of each year, shall convene in special session for the purposes of:

- (i) Completing its work of the equalization of property assessments; or
- (ii) Reviewing or extending its work of the equalization of property assessments.

(B) For these purposes, the board shall be vested and charged with all the powers and duties with which the board is vested and charged when meeting in regular session. In addition, the board shall be empowered to employ qualified appraisers, abstractors, or other persons needed to appraise properties which the board may need in the discharge of its duties.

(2) The petition to the board shall specify the date on which the board shall convene, and the board may thereafter exercise its functions but not later than the third Monday in November next following.

(b)(1) Appeals from the action of the board when in special session shall be to the county court in the manner as provided by law.

(2) Any appeal shall be filed within ten (10) days from date of notice of action by the board and shall be heard and order made by the county court not later than forty-five (45) days prior to the date on which the tax books for the year are required to be delivered to the county collector.

(c)(1) The expense of any special session of the board including the expense for employment of appraisers, abstractors, and other persons needed shall be allowed and paid from the general fund of the county.

(2) The general fund of the county shall be reimbursed by transfer to it from the funds of the respective taxing units of the county. The amount to be contributed by each taxing unit shall be in the proportion that the total of the ad valorem taxes collected for the benefit of each taxing unit bears to the total of the ad valorem taxes collected for the benefit of all taxing units during collection period next following the special session.

26-27-312. Special session for purpose of planning work.

(a)(1) The equalization board of any county, on petition of the county judge or on its own motion, shall, at any time, convene in special session for the purpose of planning its work of equalization of property assessments.

(2) For this purpose only, the board shall be vested and charged with all the powers and duties with which the board is vested and charged when meeting in regular session. In addition, the board shall be empowered to employ qualified appraisers, abstractors, or other

persons needed to appraise properties, which appraisal the board may need in the discharge of its duties.

(b)(1) The expense of any special session of the board, including the expense for employment of appraisers, abstractors, and other persons needed shall be allowed and paid from the general fund of the county.

(2) The general fund of the county shall be reimbursed by transfer to it from the funds of the respective taxing units of the county, and the amount to be contributed by each taxing unit shall be in the proportion that the total of the ad valorem taxes collected for the benefit of each taxing unit bears to the total of the ad valorem taxes collected for the benefit of all taxing units during the collection period next following the special session.

26-27-313. Attendance by assessor.

It is the imperative duty of the county assessor or his deputy to attend each session of the county equalization board and to furnish the board with all data and information in his possession pertaining to the location, amount, kind, and value of any property, the valuation of which is under consideration by the board.

26-27-314. Authority to classify and zone property.

The county equalization board of any county may classify the personal property and zone and classify the real property in the county and determine the average value of the property so classified or zoned, or units of them, and use the average value so determined as a guide in the equalization of assessments in the county. However, all property shall be assessed according to its value as provided by law.

26-27-315. Equalization of assessments.

(Amended, See Act 1567, 2001)

26-27-316. Rights of examination.

(a) The county equalization board, or any member thereof, shall have free access to the records of the office of the county clerk and of the office of the circuit clerk and ex officio recorder of the county.

(b)(1) The board or any member may enter upon and view property, and may require witnesses to appear before the board and testify regarding the location, amount, kind, and value of any or all items of any class or character of property in the county.

(2) The secretary of the board, in vacation or in session, at the direction of the board or any member thereof, shall summon witnesses for examination by the board.

26-27-317. Applications for adjustment.
(Amended, SEE Act 1567 OF 2001)

26-27-318. Appeals to courts.

(a)(1) The assessor or any property owner who may feel aggrieved at the action of the county equalization board may appeal from the action of the board to the county court by filing a petition of appeal with the clerk of the county court.

(2) The clerk shall summon the members of the board and issue such process as the assessor, the board, or the county judge may request for witnesses and evidence of the amount and value of the property.

(b) No appeal to the county court shall be taken except by those who have first exhausted their remedy before the board, excepting all cases where the petitioner shall have had no opportunity to appear before the board.

(c)(1) Appeals must be filed on or before the second Monday in October of each year and shall have preference over all matters before the county court and shall be heard and an order made on or before the first Monday in November.

(2)(A) The county court shall notify the property owner or assessor of its decision, in writing, no later than twenty (20) working days after the property owner's appeal hearing or the second Monday in November, whichever is earlier.

(B) The notification shall state the county court's decision, and that the property owner may appeal the decision to the circuit court.

(d) No reduction shall be allowed except on evidence corroborative of that of the owner.

(e) Upon an appeal, any owner of property in the county may appear and be heard in support of or in opposition to the appeal.

(f)(1)(A) The county court shall acquire no jurisdiction to hear the appeal unless the county clerk shall have first given notice of the appeal by publication by one (1) insertion published not less than one (1) week before the date fixed for the hearing of the appeal in a daily or weekly newspaper published and having a bona fide general circulation in the county or in any county in which no daily or weekly newspaper is published, by posting a notice at the courthouse and in four (4) other conspicuous places in the county seat of the county for a period of not less than one (1) week before the date fixed for the hearing of the appeal.

(B) The notice shall state:

(i) The name of the parties taking the appeal;

(ii) The assessment complained of, together with a definite description of the property so assessed;

(iii) The name of the supposed owners of the property;

(iv) The time and place fixed for the hearing of the appeal; and

(v) That any owner of property in the county may appear at the hearing of the appeal and be heard in support of or in opposition to the appeal.

(2) The notice of appeal may be in the following form:

"NOTICE OF APPEAL FROM TAX ASSESSMENT"

Notice is hereby given that
hereby appeals to the County Court of
County from an assessment on property described as follows:

Name of Supposed Owner	Description of Property	Amount of Assessment Complained of
.....

Such appeal will be heard by the county court ato'clock m. at the
courthouse at, Arkansas, on the day of , ,
and any owner of property in said county may appear at said hearing in support thereof or in
opposition thereto."

.....
County Clerk

(g) It shall be the duty of the prosecuting attorney or his deputy, when called upon by the county assessor, a member of the board, or the county court, to represent the county and the state in the prosecution of all appeals before the county and circuit courts.

26-27-319. Resolution of valuation adopted.

(a) Each county equalization board, immediately on the completion of its work of equalization and before final adjournment, shall adopt a resolution wherein it shall be stated the percentage of true market or actual value at which it has equalized the assessed values of the property of the county under its jurisdiction for the year.

(b) The resolution shall be signed by a majority of the members of the board. A copy of the resolution, together with an abstract of the adjusted assessment by total of items and value, shall be forwarded to the Arkansas Public Service Commission on or before the first Monday in October of each year.

26-27-320. Assessed values entered on record.

(a) It is the duty of the county clerk of each county to enter upon the assessment record of his county the adjusted or equalized assessed value of any and all property as found and fixed by the county equalization board.

(b) In making the tax books of the county, unless further adjustments are ordered by the county court or the State Equalization Board, the clerk shall extend the taxes on the adjusted or equalized values.

26-27-321. Abstract of tax books to be filed.

(a) The county clerk of each county shall, on or before the second Monday in November of each year, unless otherwise ordered and directed by the State Equalization Board, file with the board, on such forms as it may prescribe, a "Final Abstract of the Tax Books".

(b) The abstract shall show, by total of items and value, the total assessment of his county after all adjustments as may be ordered by the county equalization board and the county court have been made.

26-28-108. Delivery of tax books to collector.

(a) The clerk of the county court of each county shall, on or before the third Monday in February in each year, make out and deliver the tax books of his county to the collector, with his warrant attached, under his hand and the seal of his office, authorizing the collector to collect the taxes.

(b) The collector shall give duplicate receipts for the tax books, in which the amount of the different taxes shall be separately stated, and the county clerk shall forward one (1) of the receipts to the Auditor of State.

26-35-501. Time to pay -- Installments.

(a)(1) All ad valorem taxes levied on real and personal property by the several county courts of the state when assembled for the purpose of levying taxes, except taxes on the property of utilities and carriers and all ad valorem taxes on real property held in escrow, shall be due and payable on and from the third Monday in February to and including October 10 in the year succeeding the year in which the levy is made.

26-39-201. Time for payment.

(a)(1) The county and probate clerk, circuit clerk, constables, sheriff, and collector of each county in the State of Arkansas are required to pay over to the county treasurer of each county on the first of each month, or within five (5) days thereafter, all funds in each of their hands belonging to the county or its subdivisions that are by law required to be paid into the county treasury, whether taxes, fines, or any moneys that are collected for any purpose by law and belonging to the county.

(2) The collector shall pay to the State Treasurer all moneys belonging to the State of Arkansas on the day mentioned in subdivision (a)(1) of this section.

(b)(1) This section does not mean that the collector shall make a distribution of taxes to all funds but that he shall settle with the county treasurer in a lump sum, and the county treasurer shall credit it to the collector's unapportioned account.

(2) Upon a certificate of the county clerk, which shall be issued on or before the thirtieth day of each month, the county treasurer will transfer to the various funds ninety percent (90%) of the advance payments made by the collector during the collecting period and, upon final settlement, the proper adjustments will be made with the various accounts and the balance remaining in the unapportioned account will be distributed upon order of the county court approving the final settlement of the collector.

14-14-1301. County, quorum court district, and township officers.

(a)(6) COLLECTOR OF TAXES. A separate collector of taxes may be elected as provided by law. Each collector, upon receiving the tax charge of the county, shall proceed to collect them as may be prescribed by law; ...

Addendum 1

ASSESSMENT COORDINATION DEPARTMENT OPERATIONS

Act 153 of 1955, as amended, outlines the basic functions and powers of the Assessment Coordination Division. Act 436 of 1997 created the Assessment Coordination Department and transferred the Assessment Coordination Division personnel and duties to the Department. A summary follows:

- A. Prepare and furnish real estate assessment manuals for the use and guidance of county assessors and equalization boards. Such manuals shall contain information and procedures for the classification of lands, and the determination of land and improvement values.
- B. Prepare and furnish personal property assessment manuals for the use and guidance of assessors and equalization boards. Such manuals shall contain information and procedures for the discovery and assessment of personal property and schedules or standards of values where practical.
- C. Prescribe and furnish appraisal, assessment, and record forms for the uniform use of county assessors throughout the State.
- D. Confer with and advise county assessors and equalization boards.
- E. Hold and conduct such schools or instructional meetings for assessors and their deputies as may be deemed necessary.
- F. Approve or disapprove county wide reappraisal plans submitted in accordance with Act 1185 of 1999.
- G. Disperse payments for reappraisal work done in accordance with Act 1185 of 1999.
- H. Approve or disapprove the qualifications and work of appraisers or appraisal firms employed by taxing units.
- I. Perform a ratio study for the purpose of determining the average ratio of assessed value to true and full market value of real property, by classifications, in each of the several taxing units in the valuation year of a reappraisal cycle.
- J. Perform a ratio study for the purpose of determining the average ratio of assessed value to true and full market value of personal property in each of the several taxing units each year.
- K. Direct and supervise corrective actions in counties failed ratio studies.
- L. On December 31, certify the percentage of assessed value in the counties to the county judge, assessor, and state officers that disburse state turnback funds to counties.
- M. Re-certify any taxing unit which was originally certified below the acceptable minimum at such time as the unit shows compliance.
- N. Perform other duties and furnish other assistance to assessors and equalization boards as may be necessary to properly administer the Act.

Addendum 2
Selected Acts of the 2001 Meeting of the General Assembly